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ABSTRACT

Describes how the Secretary of Health and Welfare, the Secretary of Trade and Commerce, the Chancellor of the California Community Colleges with the consent of the Board of Governors, and the Superintendent of Public Instruction with the consent of the State Board of Education will collaborate to develop an integrated state workforce developmental plan. Describes the policy framework and management process by which the four agencies will develop three central products: a competitive grant award process which will fund a minimum of five initial regional partnerships in 1998, a long-range state workforce development plan, and a public information and outreach plan. This report contains the following sections: (1) a statement of the report's purpose; (2) background; (3) guiding principles for the development of a competitive grant award process, state workforce development plan, and public information and outreach strategies; (4) expected outcomes of the integrated state workforce development plan, regional collaboratives, and public information and outreach effort; (5) identification of fund sources that will be used in year one to fund the regional collaboratives; (6) description of how the partner agencies may modify or terminate this Memorandum of Understanding; (7) description of the workplan and consensus building process; and (8) a summary. (VWC)

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ED 445 750

Memorandum of Understanding

Between
The Secretary of Health and Welfare
and
The Secretary of Trade and Commerce
and
The Chancellor of the California Community Colleges
and
The Superintendent of Public Instruction

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JL Smith
Office of Chancellor

TC006687

April 1, 1998

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I. *Purpose*

The purpose of this document is to describe how the Secretary of Health and Welfare, the Secretary of Trade and Commerce, the Chancellor of the California Community Colleges with the consent of the Board of Governors, and the Superintendent of Public Instruction with the consent of the State Board of Education will collaborate to develop an integrated state workforce development plan. This document describes the policy framework and management process by which the four agencies will develop three central products: a competitive grant award process which will fund a minimum of five initial regional partnerships in 1998, a long-range state workforce development plan, and a public information and outreach plan.

The parties agree to commit to the long term implementation of the cooperatively developed state workforce development plan. It is the intent of this MOU to ensure implementation of all provisions of Chapter 6 of AB 1542.

II. *Background*

On August 11, 1997 Governor Pete Wilson signed AB 1542, the Welfare-to-Work Act of 1997, which implements welfare reform in California. Contained within this bill is the Regional Workforce Preparation and Economic Development Act (hereinafter referred to as the Act). The goal of the Act is to develop a coherent and integrated system of education and training linked to economic development, which will provide world class education and training for all Californians, including those making the transition from dependency on public assistance to self-sufficiency.

The legislature anticipates California's needs for the 21st century and intends, as expressed in Chapter 6 of AB 1542, that:

"California must have a world class system of education and training linked to economic development in order to meet the demands of global economic competition."

Further, the major objective of the Act is the "....integration of existing local and regional partnerships that support initiatives in education reform, workforce preparation, and economic development". And the Act will "....demonstrate how, through the collaboration of state and local resources, education, workforce preparation and economic development services can be delivered to clients in a more responsive, integrated, and effective manner."

The Act directs the parties to enter into a memorandum of understanding on or before April 1, 1998 to "develop and maintain" an integrated state workforce development plan and initiate a competitive process to fund a minimum of five regional collaboratives which include education, workforce preparation, and economic development. In addition, the state partners will identify five million dollars per year for each of three years from existing state and federal funds to support these collaboratives.

(Note: The term customers refers to all end users and beneficiaries of the workforce preparation system, including but not limited to employers and people seeking initial employment or advancement.)

III. Guiding Principles

The development of a competitive grant award process, state workforce development plan, and public information and outreach strategies will reflect the following guiding principles:

A. California will ensure that it has the highly-skilled, adaptable and creative workforce necessary for the new economy of the 21st century.

B. California's workforce preparation system will prepare workers to be adaptable to change and committed to lifelong learning.

C. California's workforce preparation system will be locally driven, integrated, and flexible and prepare workers with the knowledge and skills employers need.

D. California's workforce preparation system will be evaluated using both individual and collective accountability measures at the state and regional level and incorporate the principles of continuous improvement.

E. California's workforce preparation system will be customer driven and the state workforce development plan will reflect consultation with all local stakeholders including job seekers, employers, and education and training providers.

F. California's workforce preparation system will build upon research and statewide initiatives in education, workforce development and economic development.

H. The system will be created through a collaborative process that operates by building consensus to establish and implement policy and will recognize the roles and existing statutory authority of each collaboratives member's governing body.

IV. Expected Outcomes

A. The expected outcomes of the integrated state workforce development plan are:

1. A framework and public policy goals which result in a coherent, comprehensive, accountable, and customer focused system which will support the growth and competitiveness of California's economy.
2. A system to provide world class education and training linked to economic development for all Californians.
3. A system which will help those dependent on public assistance meet the time limit and workforce preparation requirements of federal and state welfare reform.
4. Collaborative processes which meets the needs of both statewide and local partners and interagency agreements based on a mutual commitment to long-term collaboration.
5. Inclusion of business and labor in the development of the plan.

B. The expected outcomes of the regional collaboratives are:

1. Organizational models which improve the efficiency and effectiveness of delivering workforce development services in response to regional economies and emerging trends.
2. Methods to identify new and redirected resources, federal and state waivers, and legislative changes necessary to enhance the effectiveness of local delivery systems.
3. Effective service delivery through integration of existing partnerships in economic development, employment and training services, welfare reform, and school reform into one regional collaborative partnership and process consistent with the goals of California's One-Stop Career Center System.

C. The expected outcome of the public information and outreach effort are:

1. Informed stakeholders who can provide meaningful input into the state workforce development planning process.
2. Competitive regional collaboratives requesting funds to develop efficient workforce development delivery systems.

V. Identification of Funds

This section identifies the fund sources that will be used in year one to fund the regional collaboratives which will be selected through the competitive award process. Funds for subsequent years will be identified in modifications to the MOU if necessary.

A. The fund sources are as follows

1. Improving America's Schools Act (IASA) Administration Funds
2. Job Training Partnership Act (JTPA) 8%/20% Adminstrative Funds
3. Community College Economic Development Funds
4. Governor's Discretionary Welfare to Work 15% Funds
5. Welfare to Work Matching Funds

VI. Modification or Termination of MOU

The following section describes how the partner agencies may modify or terminate this document.

A. Modification

If any modification(s) or amendments(s) of this Agreement is (are) proposed by a partner agency, the designated representatives of the other three agencies shall be given at least thirty (30) days written notice of the proposed modification(s) or amendment(s). Thereafter, this Agreement may be amended in writing by mutual consent of the parties.

B. Termination

This Agreement may be terminated by any one of the parties by notifying the other parties and the legislature in writing thirty (30) days prior to the effective date of termination. The written notification must state the reasons for which the partner agency proposes to terminate the Agreement. If the Agreement is terminated, the partner agencies shall have 90 days to execute a new Agreement. During this period the partner agencies which choose to do so may continue to carry out the Act according to the terminated agreement.

VII. Workplan

This section describes the consensus building process by which the four agencies will develop the state workforce development plan, competitive grant award process, and outreach strategies.

A. Management

The four entities will identify staff representatives to implement the plan for the designated principals. Staff from all four agencies will:

1. Meet on a regularly scheduled basis to implement the workplan and carry out the activities described in the MOU
2. Provide staff support to jointly plan, draft, and disseminate all work products such as the state workforce development plan, report to the legislature, grant award criteria, and outreach materials
3. Share information with internal and external customers on the development of the state workforce development plan and grant award process
4. Oversee the commitment of agency funds to ensure that all appropriate state and federal guidelines are observed and that the goals of the Act are achieved
5. Monitor and share information on the outcomes of each agency and/or program funded by designated collaborative funds These indicators will include:
   a. fiscal accountability
   b. quality measures
6. Resolve issues of mutual concern or interest through consensus.

B. Process for Development of the State Workforce Development Plan

The final document will reflect a shared vision for an integrated workforce preparation system created through the collaborative process. The plan will include an overall strategy for the delivery of services, how resources can best be maximized, and include performance measures.

The following process will be used to develop the state workforce development plan:

1. Development of background materials and key questions
2. Solicitation of input from key stakeholders regarding the basic components of the state workforce development plan and responses to key questions
3. Writing of draft public review state workforce development plan
4. Public review state workforce development plan approved by the principals prior to public review
5. A broad and inclusive public review process to inform all interested parties of the draft public review state workforce development plan
6. The public review process will provide public meetings in all regions of the state to solicit input to the plan
7. The four participating agencies will use their established communication and consultation processes to ensure their constituencies participate in the review process
8. Changes made to state workforce development plan based on public process
9. Recommend final state workforce development plan
10. Review and adoption of state workforce development plan by the Governor, the Board of Governors, and the State Board of Education.

C. Process for Development of the Grant Award Process

The partner agencies are charged with developing a competitive process to select regional collaboratives. These regional collaboratives will receive financial incentives to develop local partnerships which maximize the delivery of employment, training, and educational services. Each state partner will distribute funds directly to eligible local fiscal agencies for allowable activities pursuant to restrictions by funding source. It is anticipated that there may be more than one fiscal agent administering funds for each selected regional collaborative. The regional collaboratives must be selected and funded by July 1, 1998.

In order to meet this schedule the following process will be used

1. Funds identified and committed by parties
2. Award and scoring criteria developed
3. Request for Award (RFA) finalized
4. RFA distributed
5. Bidders conferences held
6. Deadline for submission
7. Proposals evaluated and scored
8. Site visits are held
9. Awards are announced jointly by Governor's Office and Governing Bodies
10. Collaboratives are funded (Note: Each partner will use the funding process pursuant to its own administrative rules and legal requirements of funding sources.)

D. Process for Public Information and Outreach

The success of the collaborative effort to develop an integrated state workforce development plan and encourage local collaboration depends on the ability of the partner agencies to inform and involve local stakeholders and customers. The outreach strategy includes soliciting involvement from employers and other key customers in the development of the state workforce development plan and the implementation of the regional collaboratives.

The outreach effort will included but not be limited to the following activities.

1. Identify individuals for speakers bureau
2. Develop outreach materials
3. Establish web page
4. Identify inclusive list of organizations and individuals
5. Conduct ongoing presentations

VIII. Summary

Education and workforce preparation are critical to the California's viability in the 21 century. The development of a shared workforce vision and plan by the four partner agencies will establish the means for California to enter the next century poised to successfully compete in the global economy. The regional collaborative pilots will develop the foundation for a new delivery system based on local realities and a shared common vision. The partnership created through this MOU will invite systemic change in the way programs inter-relate and deliver services. The partnership between the education, economic development, and workforce development community will also develop knowledge that can foster better citizenship and improve the quality of life for every Californian.

We may measure our success if collectively we will have developed a coherent, integrated, and accountable workforce preparation system which prepares a highly skilled and well-educated workforce. We may also measure our success if we develop new models of cooperation and collaboration which replaces the ineffective model of singular objectives and narrow interests. Ultimately we will measure our success if all Californians are poised to enter the next century prepared to succeed.